

United States Mission Nigeria

Vacancy Announcement

No. 2009-092	Date: December 02, 2009	Ref: A55807
Subject:	INFORMATION SERVICE CENTER ASSISTANT	
Location:	ABUJA – INFORMATION MANAGEMENT OFFICE (IMO)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All interested candidates

POSITION: Information Service Center Assistant, FP-7*, FSN-07

OPENING DATE: December 02, 2009

CLOSING DATE: December 15, 2009

WORK HOURS: Full-Time; 40 hours/week

SALARY: *Not Ordinarily Resident: US\$36,421.00 p.a. (Starting salary)
(Position Grade: FP-07 to be confirmed by Washington)

*Ordinarily Resident N2, 237,713 (Starting salary)
(Position Grade: FSN-07)

In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the position of Information Service Center Assistant in the Information Management Office (IMO).

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the principal assistant to the Information Management Officer (IMO) and supervisory Computer Management Specialist. This position requires a self

starter who can take a task and work it to completion with little or no supervision. Duties and responsibilities include but are not limited to providing day to day administrative management and support oversight for the IRM office. This include drafting correspondence, maintaining files, receiving visitors, making travel arrangements, ISC inventory management and managing calendars. The incumbent may be required to occasionally work holidays and weekends.

To obtain a copy of this announcement and the position description, please visit our Mission websites at:

<http://abuja.state.gov/default.aspx>

http://nigeria.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. University degree in Computer Service or Languages and Linguistics or Business Administration is required.
2. At least one to two years performing progressively more responsible work in office environment Handling and administration is required.
3. Level IV (Fluent) Speaking/Writing English Language is required.
4. Must have an intermediate knowledge of Microsoft Office Products/ Experience in database data entry
5. Must know proper telephone etiquette as well as knowledge of routine clerical procedures.
6. Experience in inventory controls and management is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resumes **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus.**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO

Human Resources Office Abuja
Attention: Recruitment
Insert Address: 1075 Dip Plot, Central District, Abuja

POINT OF CONTACT

Name: Natasa Tomanovic-Bohne
Telephone: 09-461-4000 ext 4261/4280

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently

assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: December 14, 2009

The US Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approval: D/HRO: ABFields

Drafted: SUBah

Cleared: IMO: MKane

Cleared: FMO: KWBohne